**Interview/Report Format**

Document Header

* Case number
* Activity date
* Victim or location of name of facility
* Dissemination list for report
	+ Investigator’s name
	+ Supervisor’s name
	+ Anyone else who needs copy of the report

Title of report

* Title describes the contents of the report. The title tells the reader what they should expect to find in the interview.
	+ Example for interview title
		- John Doe, W/M/DOB: 01/01/69 (Victim, Witness, Suspect)

Residence address:

Business address:

Telephone numbers:

Body of report

* 1st Paragraph example:
	+ John Doe was interviewed on Tuesday, December 11, 2018, at approximately 10:30 am by Investigator Jane Doe of the Department of Environmental Investigations. The interview was conducted at John Doe’s residence located at 123 Main Street, Raleigh, NC. No other persons were present.
* 2nd Paragraph example: (Reason for interview)
	+ John Doe was interviewed because he was at the facility during the environmental spill.
* Body of interview/report – narrative of what happened, details, etc.
* Conclusion paragraph:
	+ Review the interview notes with interviewee and ask him/her if the information is correct. Document their response.
	+ Document the ending time of the interview. (The interview concluded at 11:30 am)